



# OFFICE OF THE SHERIFF

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**Chad Chronister, Sheriff**  
**Donna Luszczynski, Chief Deputy**  
*Hillsborough County, Florida*

January 29, 2019

Muckrock News  
Dept. Mr. 65993  
411A Highland Ave  
Somerville, MA 02144-2516

***Re: Public Records Request***

Dear Mr. David Maass,

Thank you for your Public Records Request of December 13, 2018. Pursuant to your request, please find attached the associated policies regarding the Hillsborough County Sheriff's Office use of Automatic License Plate Reader equipment. Regarding the data derived therefrom or any databases used to analyze information, that information is protected by Florida's exemption laws regarding license plate readers and investigative intelligence data. Regarding calibration data, there are no records responsive to your request.

If you have any further questions, please do not hesitate to contact my office.

Thank you for attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Olivier F. Lindemann".

Olivier F. Lindemann  
Legal Counsel

enclosures:  
GEN SOP 579.00  
DIS SOP 660.05

Date: 08/17/17	<b>HILLSBOROUGH COUNTY SHERIFF'S OFFICE</b>	Number: <b>DIS 660.05</b>
Revision: <b>NEW</b>	<b>DAVID GEE, SHERIFF</b>	
Reviewed:	<b>STANDARD OPERATING PROCEDURE</b>	Page: 1 of 2
<b>SUBJECT: DUTIES AND RESPONSIBILITIES OF THE EYE ON CRIME CENTER PERSONNEL</b>		

- I. **PURPOSE:** The purpose of this Standard Operating Procedure is to establish the duties and responsibilities of the Eye on Crime Center.
- II. **SCOPE:** This Standard Operating Procedure shall apply to all Sheriff's Office personnel assigned to the Eye on Crime Center.
- III. **DISCUSSION:** Advancements in technology have allowed law enforcement to monitor and respond to criminal events in a more effective manner. The deployment of resources such as the Eye on Crime closed circuit video surveillance system, Shot Spotter Gunfire Location System, and License Plate Recognition Cameras throughout multiple geographical areas, it has become important to monitor all of these applications from a central location.
- IV. **DEFINITIONS:**
  - A. **Eye on Crime Center** – A Sheriff's Office facility, located within the Special Investigations Division, responsible for monitoring high crime areas via the Eye on Crime Cameras, Shot Spotter Gunfire Location System, License Plate Recognition Cameras, and any other available applications.
  - B. **Eye on Crime Center Community Service Aide (CSA)** – A Sheriff's Office CSA assigned to the Crime Center.
  - C. **Eye on Crime Center Analyst (CA)** – A Sheriff's Office Criminal Intelligence Analyst assigned to the Crime Center.
  - D. **Eye on Crime Cameras (EOC)** – Closed Circuit Television System consisting of overt cameras strategically positioned throughout Hillsborough County.
  - E. **License Plate Recognition Cameras (LPR)** – A system which optically scans and records vehicle license plates, using fixed-position or mobile cameras, and compares the images against a database of vehicle tags.
  - F. **Hot List** – A list of vehicle license plate numbers entered into the LPR system for criminal investigative purposes.
  - G. **Shot Spotter Gunfire Location System (Shot Spotter)** – Technology which detects outdoor audible gunfire, within a designated coverage area, through the use of acoustic sensors capable of pinpointing the accurate location of a gunfire event.
- V. **PROCEDURE:**

**A. Responsibilities of the Eye on Crime Center Personnel:**

1. Monitor radio transmissions for areas covered by the EOC system.
2. Monitor calls for service for the areas covered by the EOC system.
3. Monitor EOC, Shot Spotter, and LPR activity.

**B. Duties of the Eye on Crime Center Community Service Aide:**

1. Perform the duties and responsibilities of a CSA as outlined in General SOP 538.00.
2. Relay appropriate information to units in the areas covered by the EOC system.
3. Be familiar with crime trends and patterns throughout Hillsborough County.
4. Maintain activity records and logs as needed.
5. Provide EOC video files to appropriate personnel.
6. Provide Shot Spotter reports and audio files to appropriate detectives when necessary.
7. Update the LPR system with Hot Files.
8. Utilize other law enforcement programs and databases as needed, including but not limited to:
  - a. Versadex Records Management System (RMS)
  - b. Versadex Mobile Digital Terminal (MDT)
  - c. Facial Recognition Software (FACES)
  - d. Vigilant
  - e. Accurint
9. Brief the on-coming shift with any pertinent data.

**C. Duties of the Eye on Crime Center Criminal Intelligence Analyst:**

1. Perform the general duties and responsibilities of a Criminal Intelligence Analyst (CA) as outlined in DIS SOP 240.13.
2. Update the LPR system with Hot Files.
3. Conduct historical searches of the LPR system for actionable leads.
4. Review Shot Spotter events for actionable leads.
5. Review National Integrated Ballistics Information Network (NIBIN) related events with the NIBIN Detective for actionable leads.
6. Produce a monthly report for EOC, Shot Spotter, LPR, and any other reports deemed appropriate by the Division Commander.

**D. A request for access to the EOC system must be completed via a memorandum, addressed through the Special Investigation Division Commander, to the Chief Information Officer.**

**Donna Luszczynski, Colonel  
Department of Investigative Services**

Date: 08/31/12	<b>HILLSBOROUGH COUNTY SHERIFF'S OFFICE</b>	Number: <b>GEN 579.00</b>
Revision: 06/08/17	<b>DAVID GEE, SHERIFF</b>	
Reviewed: 06/08/17	<b>STANDARD OPERATING PROCEDURE</b>	Page: 1 of 4
<b>SUBJECT: EYE ON CRIME SURVEILLANCE CAMERAS (CLOSED CIRCUIT TELEVISION)</b>		

- I. **PURPOSE:** The purpose of this Standard Operating Procedure is to establish guidelines for the use and handling of the Eye on Crime Camera System.
- II. **SCOPE:** This procedure shall apply to all Sheriff's Office personnel.
- III. **DISCUSSION:** Surveillance cameras can be used to facilitate criminal investigations, make immediate apprehensions, monitor community disturbances or civil unrest, and can be used as evidence in future criminal proceedings. They can also be used for surveying the results of hurricanes, floods, storms and other natural disasters.
- IV. **DEFINITIONS:**
  - A. **Eye on Crime Cameras** - Closed Circuit Television System consisting of overt cameras strategically positioned throughout Hillsborough County.
  - B. **Closed Circuit Television (CCTV)** - The use of video cameras to transmit a video signal to a specific place, on a limited set of monitors.
  - \* C. **License Plate Recognition Cameras** - A system which optically scans and records vehicle license plates using fixed-position or mobile cameras and compares them against a database of vehicle tags.
  - D. **Monitor** - A device that displays output from a video-generating device.
  - E. **Surveillance** - Monitoring of the behavior, activities, or other changing information, usually of people and often in a surreptitious manner.
  - F. **Overt** - Something done openly and without any attempt at concealment.
  - G. **Public Areas** - Any place intended or designed to be frequented by the public.
  - H. **Evidentiary Video** - Video or any other information that can be used in a court of law.
  - \* I. **Crime Analysis Unit** - Personnel assigned to analyze crime trends to gain a better understanding of the criminal environment.
  - J. **General Offense Report** - A General Offense (GO) Report is used for the documentation of information or incidents in the HCSO Mobile Report Entry (MRE) system.

- K. Study Code** - A study code is used to further define a General Offense (GO) in addition to the offense type that is being documented. It is also used to assist in the routing of an offense in the system.

**V. PROCEDURE:**

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**A. Training**

1. Prior to monitoring Eye on Crime Cameras, designated personnel will receive training on the proper operation of the surveillance equipment.
  - a. This training will include procedures on the proper method for monitoring activities which are within view of the camera to include areas where persons may enjoy an expectation of privacy under the Fourth Amendment.
  - b. Personnel will be familiar with bookmarking sections of the video, operating the pan, tilt, zoom (PTZ) controls and accessing the archived video.
  - c. Personnel will be trained in "copying" video to DVDs or CDs.
  - d. Personnel will be trained in the proper use of the HCSO radio.
  - e. Personnel will be trained in the proper use of a Mobile Digital Terminal (MDT) and the Records Management System (RMS).
2. Supervisors will ensure only trained personnel monitor Eye on Crime Cameras.
3. A roster with the names of all personnel trained to monitor the cameras will be maintained at each Sheriff's Office facility operating or monitoring Eye on Crime Cameras. A master list will be maintained within the Special Investigations Division.
4. A request for access to the EOC system must be completed via a memorandum, addressed through the Special Investigation Division Commander, to the Chief Information Officer.

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**B. Service and Maintenance**

1. Eye on Crime Cameras are a critical law enforcement tool. Personnel operating the cameras shall immediately report any service or maintenance needs to the HCSO Information Services Help Desk via a work order.
2. Personnel should not contact the vendor directly unless directed otherwise by Information Services Division personnel or the Special Investigations Division Commander.
3. Personnel monitoring the Eye on Crime Camera system shall bring up video feeds from each camera, on a weekly basis, to ensure the camera system is working, documenting the inspection on a running log.
4. The Special Investigations Division chain of command shall be notified of all equipment failures and problems before the end of the monitoring personnel's shift.
5. Eye on Crime Camera site surveys will be conducted by District Community Resource Deputies once per month or as deemed necessary, by the LINC supervisor, to determine if:
  - a. tree trimming is necessary,

- b. equipment is damaged, or
- c. tampering with equipment has occurred.

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**C. Crime Trend Analysis**

1. The Crime Analysis Unit, in conjunction with the LINC, will be responsible for reviewing crime trends in the areas covered by the Eye on Crime Cameras and will assist in deploying assets.
2. The District Intelligence-Led Police Units will provide a list of priority and prolific offenders to the LINC, for use by personnel monitoring the EOC cameras.

**D. Monitoring**

1. Personnel assigned to monitor Eye on Crime Cameras shall monitor calls for service in the areas covered by the cameras on a Mobile Data Terminal (MDT).
2. Personnel assigned to monitor Eye on Crime Cameras shall monitor radio traffic in the areas covered by the cameras they are viewing.
3. Prior to dispatching a deputy to investigate suspicious activity of a volatile nature, Eye on Crime personnel shall ensure that necessary backup is available and provide continuous updates to the responding personnel.
4. Monitoring of Eye on Crime Cameras will be conducted at designated work stations within the LINC and at the HCSO Communication Center.
5. The HCSO Communication Center and Eye on Crime work stations will dispatch units to investigate incidents gleaned from Eye on Crime Cameras in accordance with standard operating procedures.
6. Investigative components conducting operations which could benefit from the use of the Eye on Crime Cameras shall notify the LINC to reserve use of the cameras. Priority one calls for service, or situations related to officer safety will take precedence over standard investigations.

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**E. Considerations**

1. Eye on Crime Cameras shall be used for legitimate law enforcement purposes only.
2. Personnel viewing the cameras live shall utilize the cameras to look for illegal and suspicious activity.
3. While it shall be desirable to staff the Eye on Crime Cameras as much as possible, operational needs may dictate that only certain time frames are staffed.
4. Live monitoring time frames shall be based upon analysis of crime trend data correlating to the areas covered by the cameras.
5. Supervisors may assign more or less personnel to monitor the cameras depending upon operational needs.

**F. Documentation**

1. A General Offense (GO) report must be completed on all investigations or arrests originating from the Eye on Crime Cameras by the deputy making the arrest and supplemented by personnel monitoring the cameras.

2. Personnel monitoring Eye on Crime Cameras shall complete Intelligence Lead Reports or enter Street Checks for any activity needing further investigation but does not rise to the level of a GO report.
3. Study codes and study flags shall be entered for all events or calls that involve the use of the Eye on Crime Camera System.
- \* 4. A monthly summary of significant events, arrests, and reports shall be completed by the crime center personnel and forwarded to the Special Investigations Division Commander.

\* **G. Evidence/Recording**

1. Eye on Crime Cameras will record and store non-evidentiary video for a period of thirty (30) days and LPR data should be saved for 90 days.
2. Video needed for evidentiary purposes shall be downloaded and secured as soon as reasonably possible.
3. Video downloaded by deputies and/or detectives for evidentiary purposes shall be impounded as evidence at the end of each shift.
4. Requests for evidentiary video can be routed to the LINC. The video will be made available for pick up as soon as reasonably possible. A log of all requests will be maintained by LINC personnel.
5. Handling and securing of video evidence shall be in accordance with HCSO standard operating procedures and policies.
6. Public requests for recorded video will be routed through the Public Information Office.
  - a. Requests for non-evidentiary or evidentiary video will be processed in accordance with standard records release procedures.
  - b. Evidentiary video that is part of an active investigation will not be released without the permission of the HCSO investigative entity responsible for the case, and the HCSO Legal Section.

\* **H. Non-Sheriff's Office Video Feeds**

1. The Eye on Crime Camera System may utilize federated video feeds from both private and public sector video sources.
2. Memorandums of Understanding (MOUs) shall, reflect that HCSO will monitor these feeds at its discretion and there are no implied guarantees that the feeds will be recorded or monitored live.
3. Requests for monitoring of non-HCSO video feeds will be reviewed and approved by the Special Investigations Division Commander.

**David Gee**  
**Sheriff**